



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 070 - 2010

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Administrative Assistant, FSN-105-7**
(Salary Tk. 41,446 per month)

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: **August 30, 2010**

CLOSING DATE: **September 23, 2010**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Administrative Assistant** in the Office of Financial Management (OFM).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The incumbent will serve as an Administrative Assistant in the Office of Financial Management. Principal functions include managing files, providing duplicating services, and substituting for the Admin Assistant/Voucher Specialist in his/her absence. The incumbent administratively supports the OFM team to ensure efficient office operations. The tasks would include, but are not limited to duplication, receipt of USAID Official letters from Embassy Main Entrance and Mailroom and distribution of mail to the respective team/offices. The incumbent will provide escort services of visitors. Escort service will include such tasks as escorting visitors to USAID offices.

MAJOR DUTIES AND RESPONSIBILITIES:

1. OFM Files

Files and retrieves all financial related materials as requested by the Controller and all staff. Establishes, maintains, and updates files for the OFM according to Agency specific procedures and practices. These files consist of all official files and the unit's working files and resource binders. Works with the Admin Asst. /Phoenix Voucher Specialist to ensure that the official files are arranged according to agreed upon protocol and all essential documents are included in the files. Properly labels the official files drawers/cabinets. Organizes the file room so that it is neat and functional. Maintains resource binders for OFM which contain the most up-to-date versions of essential regulations which include, but are not limited to the ADS, Phoenix, FAR, etc. Marks in-coming correspondences with date received stamp and distributes for action as appropriate. Makes copies of financial documents and other documents as requested by OFM staffs. Distributes documents to Technical Office teams as requested. Prepares files/folders when needed. Operates fax machine, photocopier and electronic scanner to send and reproduce documents and communications. Helps maintain office equipment and performs minor repairs to the machines when necessary. Collates, assembles, staples and distributes documents when needed. Helps keep the photocopier station clean and tidy. Helps ensure fax usage log is properly maintained. Scans documents as directed and needed.

2. Backstops OFM Admin Assistant/Phoenix Voucher Specialist:

Provides telephone and receptionist functions in the absence of the Controller's Assistant. Helps prepare travel vouchers for all OFM staff. Assists with preparation of OFM time and attendance report. Updates routine reporting data, such as out of Dhaka reports, etc. Processes routine requests,



such as after hour access and visitor access requests. Makes appointments and schedules meetings.

The incumbent will be responsible for typing rough drafts into final format, short notes, notices and memoranda from verbal instructions from OFM supervisors. The completed documents should be proofread to ensure documents are free of grammatical and spelling errors, references have been researched and are accurate, and correspondence format is accurate before passing to the supervisor.

The incumbent will receive, review and distribute all incoming and outgoing actions to the appropriate officer. The incumbent will distribute the Quarterly Arrivals and Departure Rosters; maintain folders on job applications; and file correspondence on USDH and FSNPSCs, work orders, housing files and supply request . Under the direction of the Administrative Assistant/Phoenix Voucher Specialist, the incumbent will maintain appropriate Agency Handbooks, Mission Announcements, USAID Notices, FAM , ADS revision and USAID General Notices. The incumbent will update USAID travel roster logs, control work orders, and follow up on emergency requests.

The incumbent will perform Security Escort duties. The incumbent will coordinate entry of visitors to the Chancery with Administrative Assistants of Offices/Teams and escort visitors and will arrange visitor clearance with the Local Guard Program.

3. Assists with other duties as assigned.

Specific duties include, but are not limited to: Make photocopies for all OFM Staff. Coordinate to move/relocate offices; assemble/disassemble modular furniture as moves necessitate. Coordinate to clean telephones, cell phones, computers, keyboards, UPSs, etc. when required. Arrange Conference Rooms for any events as specified. Assemble furniture/computer tables/chairs. Deliver important letters as directed. Assist to deliver official packages to Embassy Main Entrance. Load/unload materials for the events. Provide logistic supports for events such as training programs, conferences and retreats.



QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** Completion of Higher Secondary School is required. *(You must attach a copy of your certificate along with your application form.)*
15 points
2. **Language Proficiency:** Level III - At this level an employee is required to have a good working knowledge of both written and spoken English and Bangla. English language proficiency will be tested. **15 points**
3. **Prior Work Experience:** A minimum of three years of administrative filing experience and two years of secretarial/clerical experience is required. **30 points**
4. **Knowledge:** Must have good working knowledge of administrative and filing procedures. S/he will meet visitors, the incumbent must project a friendly attitude and exhibit polite manners. **15 points**
5. **Skills and Abilities:** Requires typing a minimum of 35 to 40 words per minute. Should be familiar with office productivity applications such as Microsoft Word, Excel, and PowerPoint. Should be familiar with state-of-the-art e-mail communications such as Microsoft Outlook. Familiar with basic PC and network functions, operations and techniques. **25 points**

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

Form DS-174, "Application for Employment as a Locally Employed Staff or Family Member". **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

Blank application forms are available at the South barrier of U.S. Embassy, Dhaka (near the Vatican Embassy) and at U.S. Embassy website at: Dhaka.usembassy.gov. In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

All Bangladeshi applicants must complete application forms & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

**SUBMIT APPLICATION TO:**

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.